COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction is implemented by AFPD 23-2, *Supplies and Management*. This instruction applies to all Pacific Air Forces (PACAF) supply units and outlines deployment procedures for personnel and Readiness Spares Package (RSP) and Mission Support Kit (MSK) assets to a Co-Located Operating Base (COB), Bare Base (BB) and Korean Peninsula. The procedures describe specific actions for the deploying unit and the PACAF Regional Supply Squadron (RSS) to follow under a connectivity or non-connectivity scenario. This publication does not apply to the Air National Guard or US Air Force Reserve units and members. Send comments and recommended improvements to this publication on AF Form 847, Recommendation for Change of Publication, through channels, to HQ PACAF/LGS, 25 E Street, Suite I-326, Hickam AFB, HI, 96853-5427.

1. Deployment.

   1.1. As real-world contingencies unfold, PACAF resources may be called upon to support them. At a minimum, units can expect to deploy RSP/MSK and personnel to any forward location in the world.

      1.1.1. Depending on the scenario, the RSS is responsible for two levels of support – short term or long term.

         1.1.1.1. For short-term deployments, (30 days or less): if the deployment base is regionalized, the RSS will provide MICAP, stock control, funds management, and equipment support. If the deployment base is not regionalized, support will be provided by home station. For long-term deployments, (31 days or more) or if the re-deployment date is unknown at the time of initial deployment phase: for regionalized bases, the RSS will provide computer connectivity, MICAP, stock control, funds management, and equipment support. In addition, the RSS will provide procedural guidance on all funding concerns. For nonregionalized bases, all support will be provided by home station.

         1.1.1.2. Upon request of the deploying unit, after coordinating with HQ PACAF/LGS, the

RSS will provide a centralized database for units deploying to COB or BB locations and support to home stations.

1.1.1.3. The RSS is responsible for obtaining a Stock Record Account Number (SRAN), Routing Identifier Designator (RID), GANG, and system designator and providing them to the deploying units prior to deploying. If it is necessary to establish the deploying unit as a host account, the RSS will establish a new gang or a new Access Location Number (ALN).

1.1.1.3.1. The RSS has established the following contingency SRANs to be designate as a satellite off of Andersen AFB, Guam: FB/FE/FP (5803/5809/5821/5822/5823/5824/5827). If additional SRANs are required, a request will be made through the DODAAC monitor on the HQ PACAF Supply Staff.

1.1.1.4. Once designated as a satellite or host account, the deploying unit will obtain USE-RIDs and SITEIDs from the RSS to gain access to the contingency SRAN. Requests will be made through the PACAF RSS Computer Operations Section.

1.1.1.5. The RSS Records Maintenance will load organization cost center record upon receipt of request.

1.2. Deployment location, number of personnel, and required equipment tasking will be identified to PACAF units through deployment orders, transmitted via e-mail, message, or telephone, STU III as appropriate IAW Communications Security (COMSEC) procedures.

1.2.1. Deploying unit will establish a 24-hour contingency cell and notify HQ PACAF/LGS at DSN 449-3068 ext. 303, and PACAF RSS at DSN 449-7742/7761/7763 within 24 hours of receipt of deployment order.

1.2.2. The Chief of Supply (COS) will initiate a request through the base communication unit to deploy a Wing Initial Communications Package (WICP) or suitable package.

NOTE: During peacetime planning, the COS should stress to the base communications unit the importance of establishing deployed supply connectivity. This helps your base communications personnel determine realistic WICP configurations at deployment location.

1.3. The COS will appoint in writing RSP/MSK and equipment custodians who will ensure proper accountability of deployed assets throughout all stages of deployment.

1.3.1. Effort should be made to deploy only qualified 2S0X1 personnel. As a minimum, personnel should possess a 5-skill level and have RSP, equipment, and Mission Capable (MICAP) Asset Sourcing System (MASS) experience.

1.3.2. Deploying unit will provide the name/rank of the senior supply officer/NCO to HQ PACAF/LGSP and PACAF RSS. The senior deployed officer/NCO will be the responsible officer.

1.4. AFMAN 23-110, Volume 2, Part 3, Chapters 3, Attachment B-1 provides a generic departure checklist of items deploying personnel should consider prior to deployment to a COB/BB.

1.5. All units will maintain and deploy with an administrative package. At a minimum, the administrative package will consist of the following:

1.5.1. Personal computer with Contingency Processing System (CPS) program and current GV419. Computers will be configured to operate in a Local Area Network (LAN) environment with INFOCONNECT and WINMASS capability.

1.5.2. CD-ROM reader and discs.

1.5.3. Applicable RSP listing as outlined in attachment 26A-2 in the basic manual.

1.5.4. Q04 Repair Cycle Data Listing.

1.5.5. R10 Print Manual Supply Accounting Record.

1.5.6. R08 Shipping Destination List.

1.5.7. DD Forms 1387-1, Special Handling Data/Certification.

1.5.8. AF Forms 127, Traffic Transfer Receipt.

1.5.9. AF Form 2009-1, Manual Accounting Record.

1.5.10. AFTO Tags 350, Reparable Item Processing Tags.

1.5.11. DD Forms 157x series, Condition Tags.

1.5.12. DD Form 1348-1A, DOD Single Item Release/Receipt Document.

1.5.13. AFMAN 23-110 CD.

1.5.14. AFEPL CD. (Bases may obtain AFEPL CD by requesting it from their website.)

1.5.15. FEDLOG CD.

1.5.16. Paper or electronic listing of all SRDs extracted from CAMS/REMIS databases.

NOTE: Chief of Supply (COS) will ensure that all required items and safety equipment is deployed with the kit.

1.6. Deploying unit will run a DMAS assessment based on the duration of deployment. The DMAS assessment is a guide; it along with previous deployment experience will determine what spare parts are required to fulfill the deployment commitment.

1.6.1. MRSP will be segmented as appropriate utilizing on-hand kit assets and peacetime operating stocks (POS). Cannibalization (CANN) actions should be used as a last resort to fill shortages.

1.7. Prior to deploying, units must contact the RSS Computer Operations Section to obtain user IDs, passwords, and site IDs.

1.7.1. Prior to deploying home station, the base RPS will coordinate with the base communications squadron and establish a Remote Access Service (RAS) account with e-mail and World Wide Web capability.

1.8. Kit accountability will remain with the home station during all deployments until SBSS connectivity is established.

1.9. An AF Form 616 is necessary for theatre supply support. The deploying Supply Readiness Control Center (SRCC) will coordinate processing of the AF Form 616 with maintenance, the base comptroller, and the deploying MRSP personnel.

2. Employment if SBSS Connectivity Exists.

2.1. AFMAN 23-110, Volume 2, Part 3, Chapter 3, Attachment B-1, provides a generic arrival checklist of action items that deploying personnel should consider upon arrival at a COB/BB.

2.2. PACAF RSS is the sole source of BB/COB MICAP support.

2.3. Within 24 hours of arrival at the deployment location, the deployed unit will notify HQ PACAF/ LGSP at DSN 449-3068 ext.303, PACAF RSS at DSN 449-7742/7761/7763, and home station with contact information, i.e., phone, fax, e-mail, and shipping address, etc.

  2.3.1. Contact the deployed communications unit to establish connectivity.

  2.3.2. Deployed unit will utilize CPS or optional local program to account for transactions until connectivity is established.

2.4. RSS will assign the contingency Stock Record Account Number (SRAN) for the deployed location.

2.5. Home station RSP Element will transfer the MRSP/IRSP/MSK details to the deployed location SRAN. For regionalized bases, the base RSP element will coordinate with the PACAF RSS computer operations element to transfer the appropriate MRSP/IRSP/MSK details. For nonregionalized bases, all coordination will be done at home station.

2.6. Deployed unit custodians will maintain physical control of all deployed assets, unless the distance from the supported agency is mission degrading. If this should occur, the custodian will sign over the applicable kit and maintain contact to ensure unserviceable due-in for maintenance (DIFM) assets are expeditiously processed.

2.7. Throughout the deployment, the preferred method of obtaining reports is via the Internet by accessing the RSS web page (http://www.hqpacaf.af.mil/rss). However, reports are still available in the reports queue. Mandatory reports (D04, D11, etc.) do not require the submission of an AF Form 2011, all additional reports will.

2.8. MICAP Procedures

  2.8.1. PACAF RSS is the sole support of BB/COB MICAPs once the customer has placed a MICAP occurrence in WINMASS. Initial bullet in WINMASS will read "PACAF RSS please work (Deployed Location)." RSS will then verify MICAP requirements, source the asset, process necessary SPR and AE1 transactions, and track the asset throughout the transportation system. Before shipping assets PACAF RSS will contact the Air Mobility Operations Control Center (AMOCC) for opportune airlift capability. If opportune air does not exist normal worldwide express procedures will be followed. Deployed personnel will notify RSS MICAP if cannibalization from home station is processed and shipped to the deployed location to fill MICAP requirements.

    2.8.1.1. Home station and deployed personnel can obtain MICAP status via telephone or by monitoring their MASS MICAP boards. Deployed personnel will not contact Material Managers, PACAF LLOs, or TMO for updated status. PACAF RSS will accomplish all requirements for status updates.

  2.8.2. Deployed personnel will process MICAP requirements (ISU/Tex 7) using the predetermined project code (when applicable) and notify PACAF RSS expeditiously of the MICAP requirement via telephone, e-mail, etc.

2.8.2.1. To prevent excess shipments, immediately notify the PACAF RSS of any cancellation of MICAP due-outs.

2.8.2.2. Deployed personnel will process REC/DOR and if connectivity is lost, notify PACAF RSS MICAP of receipt of property.

2.9. RSP Procedures.

2.9.1. Deployed personnel will process RSP transactions (to include post-post) at the deployed location.

2.9.1.1. Until satellite account is activated all RSP transactions will be post-post.

2.9.2. At activation of satellite account home station will transfer kit to the satellite.

2.9.3. Deployed personnel will process MSI (suppressing automatic requisitioning replenishment code "F"). Query home station for available stock. If stock is available, process the SPR on the satellite account and then request home station to process SHP to the deployed location account. If stock is not available, deployed location will process SPR to source of supply (SOS).

2.9.4. Upon receipt of all replenishment assets, deployed personnel will process the REC/DOR.

2.10. Reparable Procedures.

2.10.1. Every effort will be made to expedite the processing of reparable transactions. Consider the following options:

2.10.1.1. If a DOD or EXPRESS supported air bridge exists, the deployed unit will process an unserviceable Turn In (TIN), attach applicable condition tag, process SHP to the applicable repair facility and deliver asset to the applicable transportation service for shipment.

2.10.1.2. If an air bridge does not exist, the unit will process the TIN in-line without SHP action, attach TIN document to the retrograde. Item will remain on a R920 detail. (Provided no R08 data loaded.)

2.10.2. Once an air bridge is established, process SHP from the R920 detail. Otherwise hand carry unserviceable assets back to home station for processing.

2.10.2.1. Home station will process SHP using the satellite account.

3. Employment if SBSS connectivity does not exist

3.1. AFMAN 23-110, Volume 2, Part 3, Chapter 3, Attachment 3B-1, provides a generic arrival checklist of action items that deploying personnel should consider upon arrival at a COB/BB.

3.2. PACAF RSS is the sole source of BB/COB MICAP support.

3.3. Use Contingency Processing System (CPS) IAW AFMAN 23-110, Volume 2, Part 2, Chapter 32 to account for supply transactions.

3.3.1. Deploying unit will process all transactions that occur; that is, issues, receipts, turn-ins, and shipments utilizing CPS or optional local program.

NOTE: When CPS is not available, the deployed unit will use manual accounting procedures IAW AFMAN 23-110, Volume 2, Part 2 and initiate paperwork transactions as outlined in below:

3.4. Within 24 hours of arrival at the deployment location, the deployed unit will notify HQ PACAF/ LGSP at DSN 449-3068 ext.303, PACAF RSS at DSN 449-7742/7761/7763 and home station with contact information, i.e., telephone, fax, e-mail, shipping address, etc.

3.5. HQ PACAF/LGSP will establish and assign a contingency SRAN for the deployed location.

3.6. Home station RSP element will transfer the MRSP/IRSP/MSK to the deployed location SRAN. For regionalized bases, the base RSP element will coordinate with the PACAF RSS computer operations element to transfer the appropriate MRSP/IRSP/MSK details. For nonregionalized bases, all coordination will be done at home station.

3.7. Utilize fax, telephone or modem to submit all transactions to home station and PACAF RSS.

3.8. The home station will process all transactions utilizing the deployed location SRAN and satellite account.

3.9. MICAP Procedures if SBSS connectivity does not exist

3.9.1. Deployed personnel will not contact Material Managers, PACAF LLOs, or TMO for updated status. PACAF RSS will accomplish all requirements for status updates.

3.9.2. Deployed personnel will identify MICAP requirements to home station via telephone, e-mail, etc.

3.9.3. Home station will process MICAP requirements (ISU/Tex 7) using the predetermined project code (when applicable) and notify PACAF RSS expeditiously of the requirement as well as place the initial request in WINMASS.

3.9.3.1. To prevent excess shipments, the deployed location will immediately notify home station and PACAF RSS of any cancellation of MICAP due-outs.

3.9.4. Upon receipt of asset, deployed personnel will notify home station of the date and time.

3.9.5. Home station will process REC/DOR.

3.10. RSP Procedures

3.10.1. RSP transactions will process at home station.

3.10.2. Deployed personnel must process a post-post kit issue (MSI) and notify the home station immediately.

3.10.2.1. Home station will process the MSI utilizing the satellite account (suppressing requisition action) and query the home station account for asset availability.

3.10.2.2. If assets are available, the home station will process a SPR using the satellite account and SRAN, then process a SHP to the deployed location SRAN, using the home base account.

3.10.2.3. If assets are not available, the home station will process an in-line SPR to the applicable source of supply for backfill with signal code "J" (ship to supp address) and deployed location's SRAN in the supplementary address and link to MSK due-out requirement.

3.10.3. Deployed unit will notify home base upon receipt of kit replenishment asset.

3.10.4. Home base will process REC/DOR.

3.11. Reparable Procedures.

3.11.1. If a DOD or EXPRESS supported air bridge exists, deployed personnel will prepare a post-post DD Form 1348-1 (SHP) document and affix the proper condition tag. Deliver asset to the applicable transportation service for shipment to home station or NRTS location.

3.11.1.1. Notify home station of TIN and SHP document numbers. Home station will process a due-in document from the SHP document number.

3.11.1.2. Upon receipt of the retrograde asset, home station will process an unserviceable receipt.

3.11.2. If an air bridge does not exist, deployed personnel will prepare a post-post TIN document, attach TIN document to the retrograde, log the post-post transaction, and notify home station to process TIN. Ship against the deployed SRAN.

3.11.3. Once the air bridge is established, complete steps outlined in (paragraph **3.11.1.**) listed above. Otherwise, hand carry the unserviceable assets back to home station for receipt processing.

3.11.3.1. Home station will process TIN using the satellite account.

4. Redeployment.

4.1. Prior to transferring the RSP and Bare Base assets (i.e., Harvest Eagle housekeeping or kitchen sets, etc.) from the satellite account back to home station, a 100 percent inventory must be accomplished and all discrepancies corrected.

4.2. Reconstitute RSP kits IAW AFMAN 23-110, Volume 2, Part 2, Chapter 20 and Bare Base assets IAW AFI 25-101.

4.3. Delete temporary MSK details and deployed unit SRAN and satellite account within 30 days of return to home station.

4.4. Once all inventory and reconstitution actions are complete, the home station will process the ACC/L73 or like program to transfer all demands from the deployed satellite back to home station.

4.5. Home station will notify HQ PACAF/LGSP at DSN 449-3068 ext.303 and PACAF RSS at DSN 449-7742/7761/7763 when actions are complete.

4.5.1. HQ PACAF/LGSP will delete the contingency SRAN.

5. Points of Contact:

HQ PACAF/LGS   DSN 449-9450

HQ PACAF Equipment   DSN 449-3068, EXT. 310/312

HQ PACAF Procedures   DSN 449-3068, EXT. 304/305

HQ PACAF Weapon Systems   DSN 449-3068, EXT. 103/317/318/319

HQ PACAF WRM   DSN 449-3068, EXT. 308

PACAF RSS Equipment Mgt   DSN 449-7728/7729

PACAF RSS MICAP   DSN 449-7808/7809/7826

PACAF RSS Procedures   DSN 449-7762/7763

PACAF RSS Remote Proc Ctr   DSN 449-7753/7754

PACAF RSS Stock Control   DSN 449-7798/7799

PACAF AMOCC   DSN 448-8888

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